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**RFP #2019-002**  
**STREET LIGHT CONVERSION**  
**CITY OF MIDDLETOWN**  
**Pre-Bid Meeting Minutes**

**DATE/TIME OF MEETING:** Friday, May 31, 2019 at 10:00 AM

**PLACE OF MEETING:** Council Chambers of the Municipal Building, 245 DeKoven Drive, Middletown, CT

**PROJECT:** RFP #2019-002- Street Light Conversion

**REPORT BY:** Donna L. Imme, CPPB, Supervisor of Purchases

**ATTENDEES:** (See Attached Sign in Sheet)

Donna Imme, Purchasing Supervisor opened the meeting and shared the following:

- The City of Middletown is seeking proposals for qualified contractors to provide LED luminaire retrofit design and installation for the municipal street lighting system.
- All questions are to be submitted in writing to the purchasing office, via fax at 860-638-1995 or email at [purchase@middletownct.gov](mailto:purchase@middletownct.gov) to be considered. **The deadline date to submit questions is Thursday, June 6, 2019 by noon.**
- **\*\*Please note\*\*Various questions/concerns were raised during the pre-bid meeting; all attendees were instructed to submit those in writing to [purchase@middletownct.gov](mailto:purchase@middletownct.gov) to be considered. An addendum will be issued and responses to all questions submitted in writing prior to the deadline date of Thursday, June 6, 2019 by noon will be provided at that time.**
- All Addenda's, pre-bid meeting minutes, plan holder list, etc. shall be posted to the City's website. Bidders shall be responsible for checking the website for all additional information and all addenda's prior to submitting their bid. In addition, they shall also acknowledge the addenda in their bid where indicated on the proposal pages. Website is [www.middletownct.gov](http://www.middletownct.gov) Again; it is the responsibility of all bidders to visit the website prior to submitting their final bid.
- All proposals are to include the required documents as stated on page 35 "Respondent Checklist"
- Time for completion is 90 calendar days.
- The bid opening is **Tuesday, June 18, 2019 at 11:00 am.** Bids will be publically opened at City Hall, Council Chambers, 245 Dekoven Drive, Middletown, CT. Any bids received after 11:00 am will not be accepted.

Donna then introduced Michael Harris, Energy Coordinator; Billy Russo, Public Works Director, and Chris Holden, Public Works Deputy Director, City of Middletown.

Michael Harris gave an overview of the project and stated the following:

The City is seeking proposals as stated in the RFP. The proposals will be evaluated as described in the RFP. Two important points to consider are:

- a. We will be reviewing the description of the process that each vendor proposes for auditing the existing

street lights and poles and using that data to optimize the lighting retrofit design.

- b. We will be reviewing the lighting output spectrum for proposed fixtures with an emphasis on identifying fixtures that minimize the 'blue spike' in the lighting output spectrum.

All other questions and comments will be addressed in the addendum.

Meeting adjourned: 10:35 am

## PREBID MEETING ATTENDANCE LIST

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| COMPANY NAME                                       | TYPE<br>(GC/SUB) | ADDRESS  | TEL #<br>FAX #                         | REPRESENTATIVE NAME<br>AND EMAIL ADDRESS   |
|--|------------------|--|--|--|
| City of Middletown<br>Purchasing Department        |                  | City of Middletown<br>245 DeKoven Drive<br>Purchasing Department<br>Middletown, CT | 860-638-4895 Phone<br>860-638-1995 Fax | Donna L. Imme, CPPB<br>Purchasing Supervisor<br><a href="mailto:purchase@middletownct.gov">purchase@middletownct.gov</a> |
| PARAMOUNT Construction<br>(Paramount Electric) LLC |                  | SEE CARD   |  |  |
| Rock Power Secure                                  | GC               | 109 America Blvd<br>Ashland, MA 01721<br>(Local office)                            | 984-557-0521                           | Rick Davis<br><a href="mailto:rxdavis@powersecure.com">rxdavis@powersecure.com</a>                                       |
| Graybar Electric                                   |                  | See Card   |  |  |

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|---------------|------------------|-----------------|----------------|--|
| FSGI          |                  | <u>See CARD</u> |                |  |
| Verizon       |                  | <u>See CARD</u> |                |  |
| TURRI-MASTERS |                  | See CARD        |                |  |
| McPHEE        |                  | SEE CARDS       |                |  |
| Forthlight    |                  | See CARD        |                |  |
| Red Thread    |                  | See Card        |                |  |

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|---|------------------|--|----------------|--|
| Real Ten<br>Energy                        |                  | See<br>Card  |                |  |
| Leotek<br>Electronics USA                 |                  | see card   |                |  |
| Higgins Enterprises<br>Inc.               |                  | see card   | 860-267-7644   |  |
| Mike Harris<br>Bill Russo<br>Chris Holden |                  | - City - Energy coordinator<br>- PW Director<br>- Deputy PW Director |                | City of<br>Middletown                    |
| Greenleaf Energy Solutions<br>Matt Trager |                  | See card   |                |  |









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|--|--|---|--|---|
| <br><b>LEOTEK</b><br>LITE-ON GROUP<br><br><b>Paul Finbow, LC</b><br>Regional Sales Manager<br><br>M: 201.388.7901<br>E: paul.finbow@leotek.com | <b>LEOTEK ELECTRONICS USA</b><br>1955 Lundy Avenue<br>San Jose, CA 95131<br>P: 408.380.1788<br>F: 408.518.8128<br>sales@leotek.com<br>www.leotek.com             | <br><b>REALTERM</b><br>ENERGY<br><br>A REALTERM GLOBAL COMPANY  | <b>Paul Vesel</b><br>Director, Business Development-North<br>Eastern USA<br><br>Tel: 413.695.0045<br>pvesel@realtermenergy.com<br><br>3 High Meadow Road<br>Florence, MA 01062<br>www.realtermenergy.com | <br><b>Greenleaf</b><br>energy solutions<br>People * Planet * Profit<br><br><b>Practical turnkey green lighting solutions</b><br><br><b>Matt Trager</b><br>U.S. Business Development<br>Cell: 860-318-5633<br>Office: 475-675-5972<br>Fax: 475-675-5982<br>mtrager@greenleafenergy.com<br><br>Greenleaf Energy Solutions<br>119 Hawley Road Ste 102<br>Oxford, CT 06478<br>www.greenleafenergy.com |
| <b>chris jordan</b><br>commercial business development<br>c. 860.463.2306   o. 860.871.9700 ext 119<br>92 West Road, Ellington, CT 06029<br>f. 860.871.9439<br>chrisj@earthlighttech.com<br>www.earthlighttech.com             | <br><b>earthlight</b><br>SOLAR AND ENERGY SOLUTIONS<br>SUNPOWER* Elite Dealer | <br><b>McPHEE</b><br>POWERED BY PHALCON<br>Lic #: E1-125222<br><br><b>Clay Paniati</b><br><br>e. cpaniati@phalconusa.com<br>t. 860.507.8724<br>c. 860.866.7451<br>w. mcpheeusa.com | <b>McPhee Electric, Ltd.</b><br>505 Main St.<br>Farmington, CT 06032   | <b>Paramount Electric</b><br>49 Hollow Tree Lane<br>Newington, CT 06111<br><br>Tel: (860) 233-8070<br>Fax: (860) 436-4810<br>Cell: (860) 690-8630<br>joe@pconstructionllc.com<br><br>CT Lic. #104526<br>State of CT Certified SBE/MBE   |
| <b>JOSEPH KOZMA</b><br>Electric Division Manager   |  |   |  |   |

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|--|---|--|--|--|
|  <b>TURRI-MASTERSON, INC.</b><br><b>ELECTRICAL CONSTRUCTION</b><br><small>CT LIC. #191224</small><br><br><b>ROY J. MASTERSON</b><br>President<br><br>766 RIVERSIDE AVENUE • TORRINGTON, CT 06790<br>(860) 482-2972 • FAX (860) 482-8469<br>CELL (203) 510-8998 • roy@turri-inc.com |   |  <b>Utility Services</b><br><br><b>Scott Reifschneider</b><br>Energy Conservation Auditor<br>scott.reif@fsgi.com<br><br>487 Federal Road > Brookfield, CT > 06804<br>www.fsgi.com > M 914.888.6143 > T 888.277.CTDL > F 203.792.1906  |  | <br><br><b>Devin Zalewski</b><br>Outside Sales Representative<br><br>25 Research Parkway<br>Wallingford, CT 06492<br>Direct: 203-284-4560<br>Cell: 475-224-0324<br>devin.zalewski@graybar.com |
| <br><br><b>Rick Davis</b><br>Senior Account Executive<br>ESCO Accounts/C&I Projects<br>Energy Efficiency Services   | <b>Headquarters</b><br>1609 Heritage Commerce Ct.<br>Wake Forest, NC 27587<br>tel: 919-556-3056<br>fax: 919-556-3596<br>www.PowerSecure.com<br><br><b>Office</b><br>182 Turnpike Road, Suite 290<br>Westborough, MA 01581<br>cell: 954-557-3521<br>fax: 617-607-7225<br>rxdavis@PowerSecure.com | <b>HIGGINS ELECTRIC, INC.</b><br><br>INDUSTRIAL, COMMERCIAL & RESIDENTIAL<br>ELECTRICAL AND GENERATOR SERVICE<br><br>P. O. BOX 258<br>EAST HAMPTON, CT 06424<br><br><b>JOHN R. HIGGINS</b><br>PRESIDENT / OWNER<br><b>ELC. 0122293-E1</b><br>OFFICE/FAX 860-267-0842<br>ANSWERING SERVICE 860-267-7644<br><br>www.higginselec.com<br>power4u@higginselec.com | <br><br><b>Ed Leavitt</b><br>Project Manager<br><br>cell 860.338.3643<br>eleavitt@red-thread.com<br><br><br>300 East River Drive<br>East Hartford, CT 06108<br>www.red-thread.com<br><br><b>Steelcase</b> |  |
| <b>Geoff Somerville</b><br>Verizon Smart Communities<br><br>Verizon<br>1840 Woodbury Avenue<br>Portsmouth, NH 03801<br>geoffrey.somerville@verizon.com<br>M 703.598.2566   |   |  |  |  |